



Republic of the Philippines  
Province of Pangasinan  
**MUNICIPALITY OF CALASIAO**

MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALASIAO,  
PANGASINAN HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON JULY 18, 2022

**PRESENT:**

VICE MAYOR KEVIN ROY Q. MACANLALAY	.....Presiding Officer
COUN. NESTOR A. GABRILLO	.....Member
COUN. MANNY V. DATUIN	.....Member
COUN. FELIPE K. DE VERA	.....Majority Floor Leader
COUN. ARDIESON B. SORIANO	.....Member
COUN. HAVERDANI DAS B. MESINA	.....Member
COUN. GERALD C. AFICIAL	.....Speaker Pro-Tempore/Minority Floor Leader
COUN. ELIAS S. VILLANUEVA	.....Member
COUN. MYC D. SISON	.....Member
ABC PRES. CARLITO A. DION	.....Member, Ex-Officio
S. K. FED. PRES. VANESSA S. ZULUETA	.....Member, Ex-Officio

**ABSENT: N O N E**

**ORDINANCE NO. 01, SERIES OF 2022**

*Proponent: Coun. Nestor A. Gabrillo*

**BRIEF EXPLANATION NOTE**

The Office of the Municipal Mayor, had forwarded to the Sangguniang Bayan a letter proposing the Creation of New Permanent Positions: under the Mayor's Office/Personal Staff (Executive Asst. IV- SG 22), under the Engineering Office (Zoning Officer III- SG 18), under the Mayor's Office /Information Technology Section (Information Technology Officer I- SG 19), under the Office of the Municipal Vice Mayor/Personal Staff( Administrative Aide IV (Driver II- SG 4) and Administrative Aide I SG 1). citing as reasons the noted increase of the volume of work and the growing number of clientele.

The Members of the Sangguniang Bayan fully agree with the observation as well as the proposal, hence this Ordinance.

**AN ORDINANCE CREATING THE HEREIN NEW PERMANENT POSITIONS IN THE MUNICIPAL GOVERNMENT OF CALASIAO AS FOLLOWS: UNDER THE MAYOR'S OFFICE/PERSONAL STAFF (EXECUTIVE ASST. IV - SG 22), UNDER THE ENGINEERING OFFICE (ZONING OFFICER III - SG 18), UNDER THE MAYOR'S OFFICE /INFORMATION TECHNOLOGY SECTION (INFORMATION TECHNOLOGY OFFICER I - SG 19), UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR/PERSONAL STAFF (ADMINISTRATIVE AIDE IV (DRIVER II - SG 4) AND (ADMINISTRATIVE AIDE I SG 1) IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

Section 1. There shall be created at the herein below indicated Departments and offices the new permanent positions, with its respective Salary Grade/Compensation, qualification, duties and functions as follows:

(page one)



**1. Office/Department** : LGU Calasiao, Pangasinan-  
(Office of the Municipal Mayor/Personal Staff)  
**Position** : (Executive Assistant IV)  
**Salary Grade** : SG-22 /S-1

**Qualification Standards**

**Education** : Bachelor's degree  
**Experience** : 3 years of relevant experience  
**Training** : 16 hours training  
**Eligibility Requirement** : Career Service (Professional)

**Duties and Responsibilities**

1. Assist the Local Chief Executive in reviewing documents submitted in the office
2. Assist the Local Chief Executive in all executive concerns
3. Assist the Local Chief Executive in securing strict enforcement and proper execution and regulation to matters under the jurisdiction of any authority of the Municipal Mayor
4. Responsible in managing information flow in the office;
5. Perform other tasks which may be assigned by the Local Chief Executive

**2. Office/Department** : LGU Calasiao, Pangasinan -  
(Office of the Municipal Mayor)  
(Information Technology Section)  
**Position** : (Information Technology Officer 1)  
**Salary Grade** : SG-19 /S-1

**Qualification Standards:**

**Education** : Bachelor's degree relevant to the job  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training  
**Eligibility Requirement** : Career service (Professional) Second Level Eligibility)

**Duties and Responsibilities**

1. Responsible in the supervision of the operation and implementation of the Municipality's web hosting services, email systems, and other related services;
2. Provide technical support to all the departments/offices in managing information and communication technology;
3. Responsible in the formulation of plans for information and communication technology development;
4. Coordinate with the training and development on information and Communication Technology for all departments to promote strategic use of ICT in the performance of their duties;
5. Manage the day to day provision of ICT including the maintenance and operation of ICT based-system in the office;
6. Perform other tasks which may be assigned by the Local Chief Executive.

**3. Office/Department** : LGU Calasiao, Pangasinan-  
(Office of the Municipal Engineering)  
**Position** : (Zoning Officer III)  
**Item No.** :  
**Salary Grade** : SG-18 /S-1

**Qualification Standards:**

**Education** : Bachelor's degree relevant to the job;  
**Experience** : 2 years of relevant experience  
**Training** : 8 hours of relevant training  
**Eligibility Requirement** : Career Service (Professional) Second Level Eligibility)

**Duties and Responsibilities**

1. Responsible in providing zoning information to clients;
2. Responsible in the issuance of zoning permits;
3. Performs land use and zoning inspections;
4. Provide information, guidance and administrative support to the Zoning Board of Appeals, Zoning Commission, Planning Commission;
5. Conduct planning studies, related to the traffic, parking, housing, urban design, mobility, resiliency, economic development, etc. as directed by the Commission and/or the legislative body;
6. Assist in the editing and compiling of Comprehensive Land Use Plan and other related plans;
7. Perform other tasks which may be assigned by the immediate supervisor.

**4. Office/Department** : LGU Calasiao, Pangasinan -  
(Office of the Municipal Vice Mayor  
Personal Staff)

**Position** : (Administrative Aide IV) (Driver II)

**Salary Grade** : SG-4 /S-1

**Qualification Standards:**

**Education** : Elementary School Graduate  
**Experience** : 1 year of relevant experience  
**Training** : 4 hours of relevant training  
**Eligibility Requirement** : Professional Driver's License

**Duties and Responsibilities**

1. Drives the Municipal Vice Mayor's vehicle for his official trips and business meetings;
2. Keeps record of his trip, gasoline consumed, and distance travel;
3. Maintains general upkeep and cleanliness of the vehicle to ensure safety;
4. Performs other tasks which may be assigned by the Municipal Vice Mayor.

**5. Office/Department** : LGU Calasiao, Pangasinan-  
(Office of the Municipal Vice Mayor  
Personal Staff)

**Position** : (Administrative Aide I)

**Salary Grade** : SG-1 /S-1

**Qualification Standards:**

**Education** : Must be able to read and write  
**Experience** : none required  
**Training** : none required  
**Eligibility Requirement** : none required

**Duties and Responsibilities**

1. Responsible in maintaining cleanliness inside the office;
2. Collects and delivers inter and intra office communications;
3. Performs other tasks which may be assigned by the Municipal Vice Mayor.

Section 2. This Ordinance shall take effect immediately upon approval by the Sangguniang Panlalawigan and publication.

UNANIMOUSLY APPROVED.

18<sup>th</sup> day of JULY 2022



UNANIMOUSLY APPROVED.

COUN. NESTOR A. GABRILLO

COUN. FELIPE K. DE VERA

COUN. HAVERDANILAS B. MESINA

COUN. EDAS S. VILLANUEVA

COUN. CARLO A. DION

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COUN. ARDIESON B. SORIANO

COUN. GERALD C. AFICIAL

COUN. MYC D. SISON

COUN. VANESSA S. ZULUETA

ATTESTED:

BRYAN B. CALAUNAN  
Secretary to the Sangguniang Bayan

CERTIFIED CORRECT:

HON. KEVIN ROY Q. MACANLALAY  
Vice Mayor/Presiding Officer

APPROVED:

HON. MAMILYN A. CARAMAT  
Municipal Mayor